

Senior Services, Inc.



Meeting the need – yesterday, today ... and tomorrow

Date: May 3, 2011

Position Title: **Home Repair Manager**

Department: **Home Repair** Posting Deadline: May 10, 2011

Senior Services, Inc. is looking to fill a full-time, exempt position as a Home Repair Manager. This position is responsible for providing overall coordination of the Home Repair Program by addressing the repair and rehabilitation needs of older adult owner-occupied households that would otherwise be at risk for relocation or endangerment.

The Home Repair Manager will assess the customer's home repair needs in order to determining the extensiveness of required rehabilitation, costs, necessary resources and eligibility for service. Will also locate sub-contractors, solicit repair estimates, monitor, and assess completed work to ensure the highest quality cost effective workmanship. Will refer customers to other areas of the agency who may have other unmet basic needs so that the customers' total living situation is stabilized. Must be able to complete all daily and monthly reports such as activity logs, monthly benefit tables, and requisitions in a timely manner to ensure compliance with all reporting requirements and payment to sub-contractors.

Associate's degree in general business required with experience in accounting a minimum requirement. Knowledge of the concerns and challenges of vulnerable and frail older adults is also desirable. Experience as a volunteer and supervising volunteers is most desirable. Excellent communication, problem-solving, analytical and organizational skills with attention to detail and accuracy required as well as the ability to adjust to changes in daily schedule necessary. Computer experience in Microsoft Excel and Word required. Must be able to comply with State guidelines for keeping current information as required by the Material Safety Data Sheets (MSDS) for chemical use and storage. General building contractors' license needed. Personal transportation required along with a State of Michigan drivers license in good standing.

Internal applicants: Apply with a current resume and letter of interest prior to the posting deadline to: Nicki Gillette, HR Specialist, Senior Services, Inc. office, 918 Jasper Street, Kalamazoo, MI 49001; or email to: ngillette@seniorservices1.org

Outside applicants: Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Senior Services, Inc. office, 918 Jasper Street, Kalamazoo, MI 49001; fax to: 269-382-3189; or email to: ngillette@seniorservices1.org (**no phone calls, please**).

Senior Services, Inc. is an Equal Opportunity Employer. It is the policy of Senior Services, Inc. to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, veteran status, genetic information, or record of arrest without conviction.